Preparing People to Lead Extraordinary Lives

LOYOLA
UNIVERSITY
CHICAGO

Loyola University Chicago

Student Information System

Early-Alert Grade Entry through LOCUS

Proprietary and Confidential

PeopleSoft, the PeopleSoft logo, PeopleTools, PS/nVision, PeopleCode, PeopleBooks, and Red Pepper are registered trademarks, and The Vantive Corporation, *PeopleTalk*, and "Applications for eBusiness" are trademarks of PeopleSoft, Inc. All other company and product names may be trademarks of their respective owners. The information contained herein is subject to change without notice. Copyright © 2000 PeopleSoft, Inc. All rights reserved.

Early Alert Grades

Early Alert Grades are entered for Undergraduate students who are struggling academically.

You only need to enter the grade if, at mid-term, the student has one of the following grades:

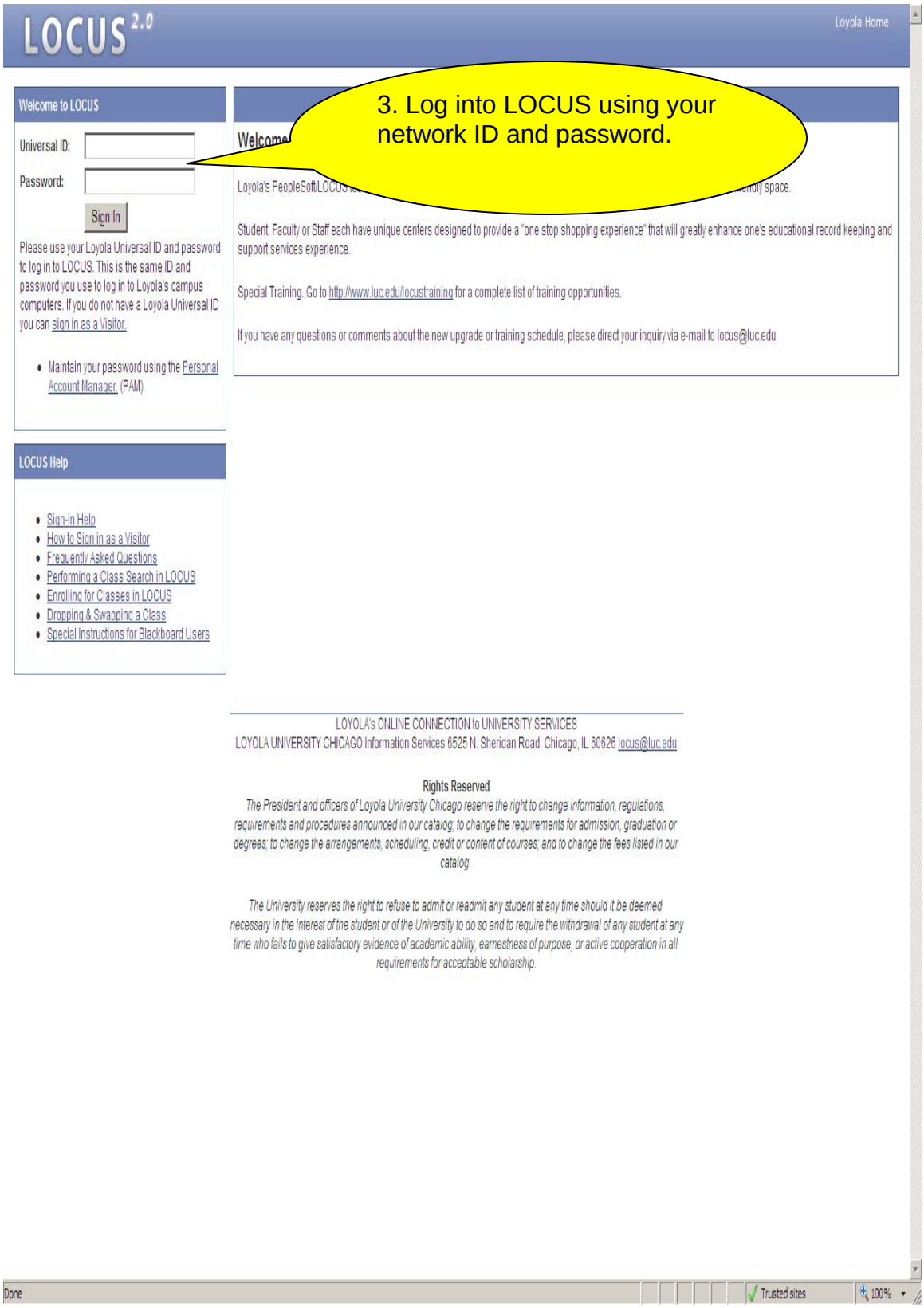
C-
D
D+
F
NR (enter NR for students who have never attended the class section you are instructing.)

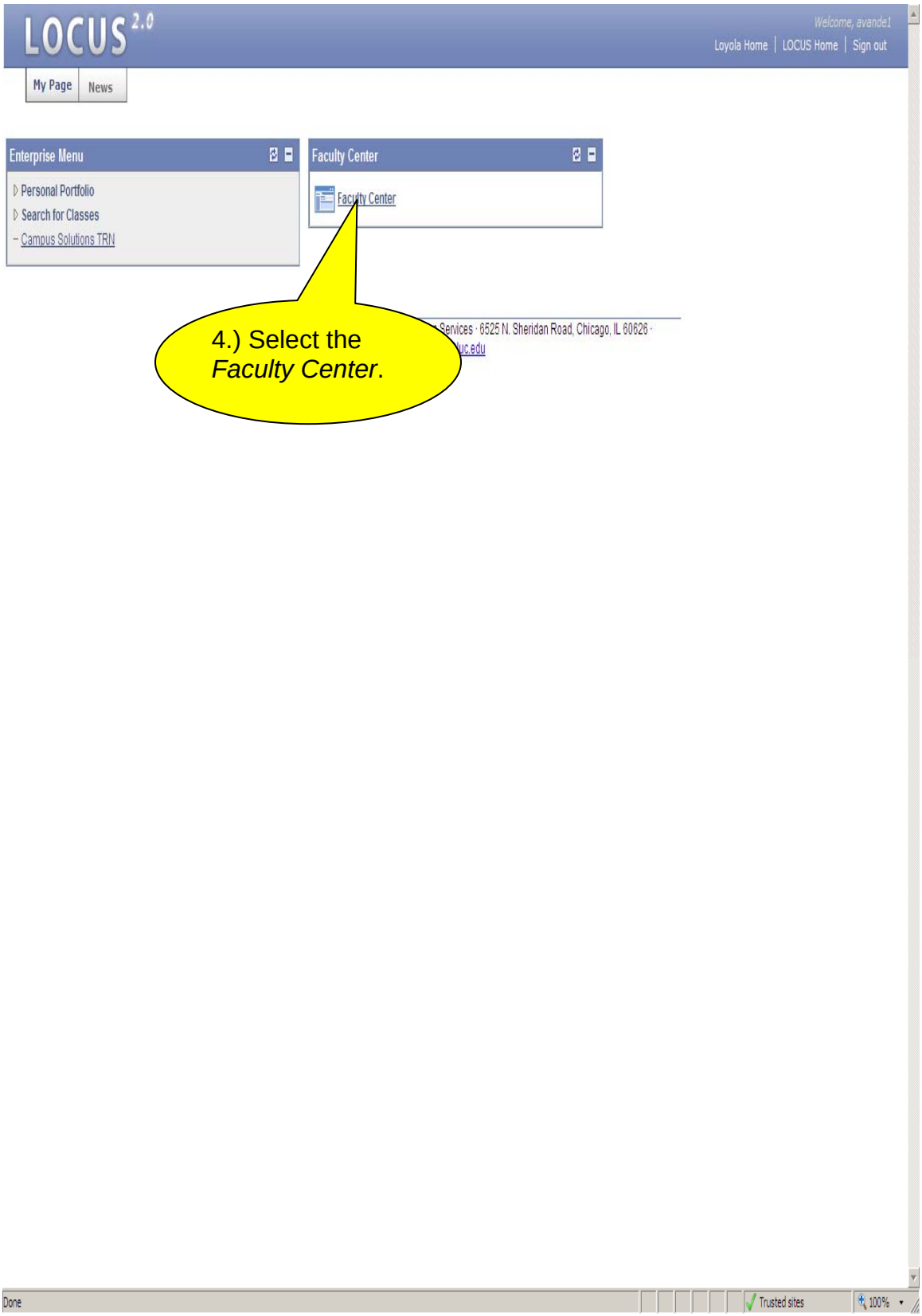
Note that grades of “W” or “WF” are for administrative withdrawal and will automatically populate for students who have dropped a class section.

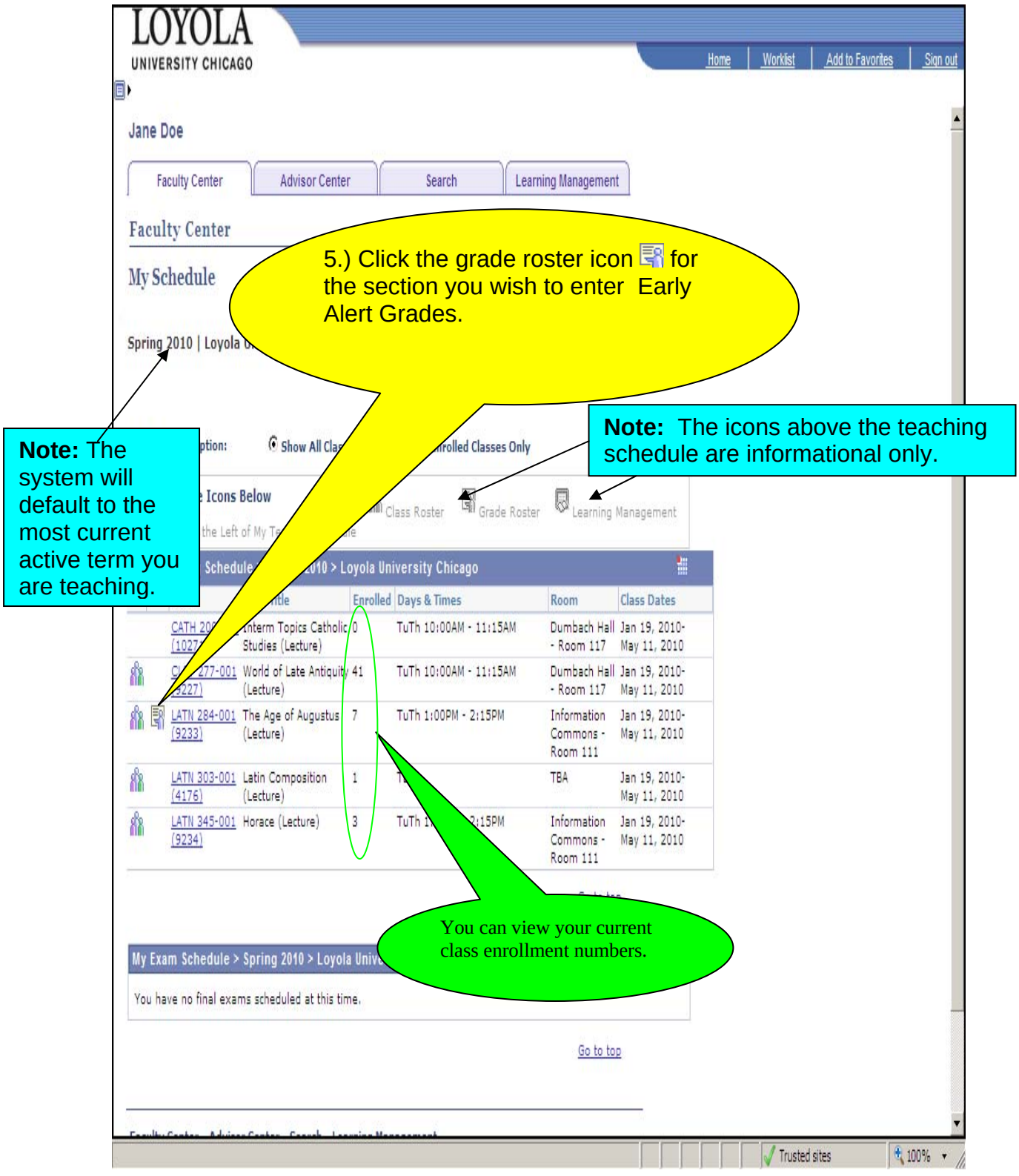
Early Alert Grades are able to be entered the eighth week of the semester and **the Office of Academic Advising will review the grade and contact the struggling student.**

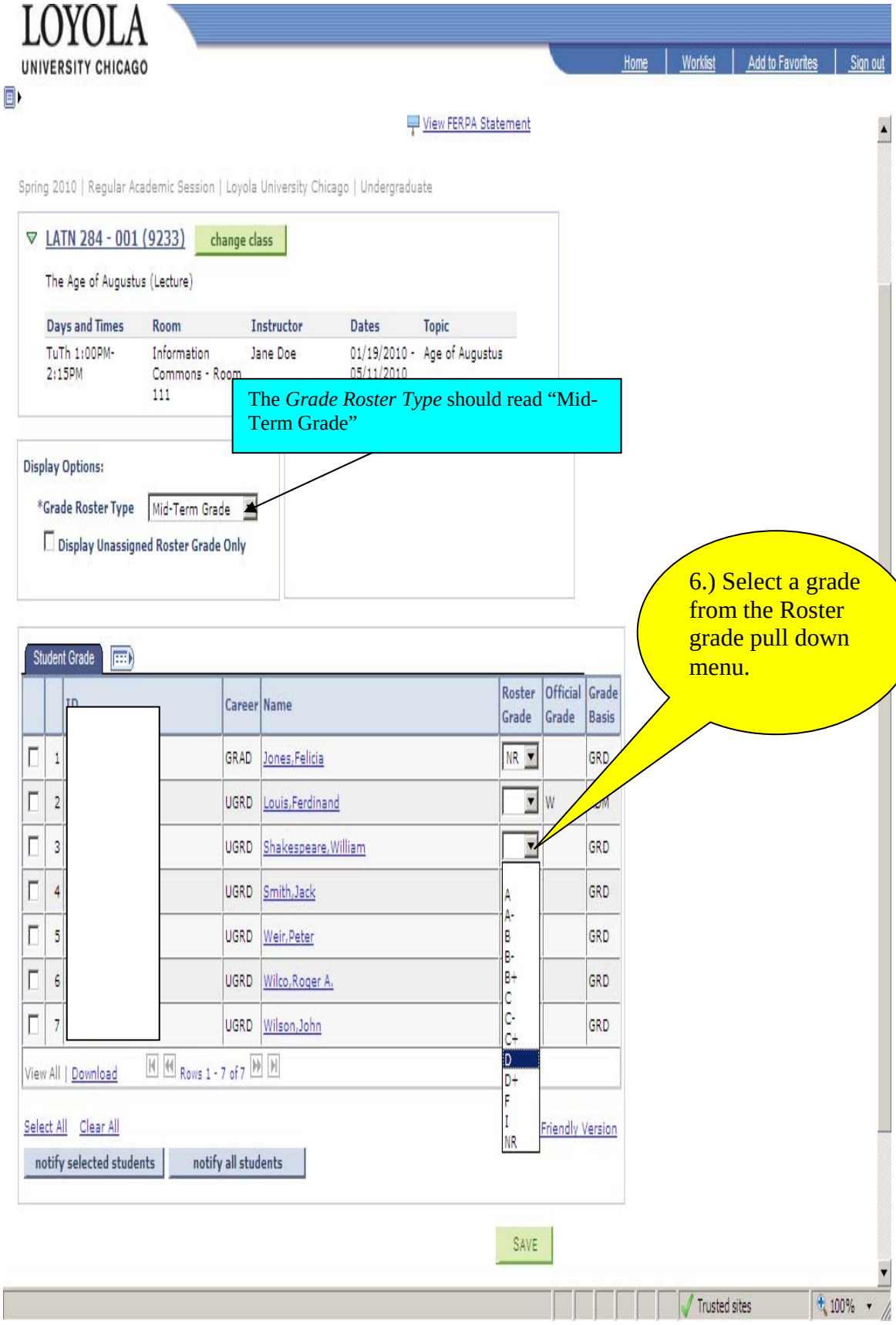
Log into the University network using your network ID and password.

1. Open an Internet Explorer or Mozilla FireFox session.

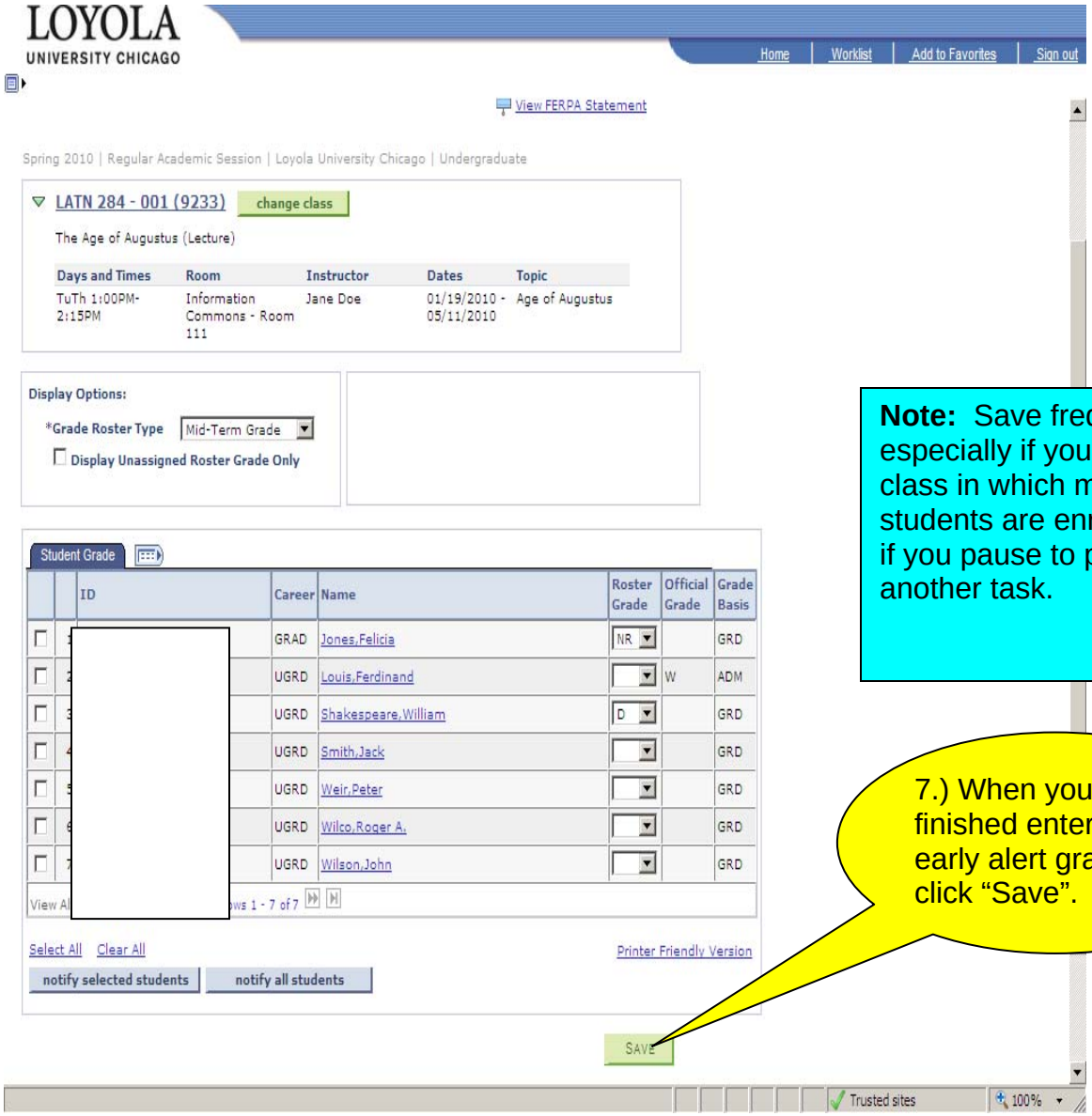

LOCUS 2.0
Loyola Home
Welcome to LOCUS
Universal ID:
Password:
Sign In
Please use your Loyola Universal ID and password to log in to LOCUS. This is the same ID and password you use to log in to Loyola's campus computers. If you do not have a Loyola Universal ID you can sign in as a Visitor.
Maintain your password using the Personal Account Manager. (PAM)
3. Log into LOCUS using your network ID and password.
Welcome
Loyola's PeopleSoft/LOCUS
Student, Faculty or Staff each have unique centers designed to provide a "one stop shopping experience" that will greatly enhance one's educational record keeping and support services experience.
Special Training. Go to http://www.luc.edu/locustraining for a complete list of training opportunities.
If you have any questions or comments about the new upgrade or training schedule, please direct your inquiry via e-mail to locus@luc.edu.
LOCUS Help
Sign-In Help
How to Sign in as a Visitor
Frequently Asked Questions
Performing a Class Search in LOCUS
Enrolling for Classes in LOCUS
Dropping & Swapping a Class
Special Instructions for Blackboard Users
LOYOLA's ONLINE CONNECTION to UNIVERSITY SERVICES
LOYOLA UNIVERSITY CHICAGO Information Services 6525 N. Sheridan Road, Chicago, IL 60626 locus@luc.edu
Rights Reserved
The President and officers of Loyola University Chicago reserve the right to change information, regulations, requirements and procedures announced in our catalog; to change the requirements for admission, graduation or degrees; to change the arrangements, scheduling, credit or content of courses; and to change the fees listed in our catalog.
The University reserves the right to refuse to admit or readmit any student at any time should it be deemed necessary in the interest of the student or of the University to do so and to require the withdrawal of any student at any time who fails to give satisfactory evidence of academic ability, earnestness of purpose, or active cooperation in all requirements for acceptable scholarship.
Done
Trusted sites
100%


LOCUS 2.0
Welcome, avande1
Loyola Home | LOCUS Home | Sign out
My Page
News
Enterprise Menu
Personal Portfolio
Search for Classes
Campus Solutions TRN
Faculty Center
Faculty Center
4.) Select the *Faculty Center*.
Done
Trusted sites
100%


LOYOLA
UNIVERSITY CHICAGO
Home
Worklist
Add to Favorites
Sign out
Jane Doe
Faculty Center
Advisor Center
Search
Learning Management
Faculty Center
My Schedule
Spring 2010 | Loyola U
5.) Click the grade roster icon for the section you wish to enter Early Alert Grades.
Note: The system will default to the most current active term you are teaching.
Note: The icons above the teaching schedule are informational only.
Show All Cla
rolled Classes Only
Icons Below
Class Roster
Grade Roster
Learning Management
Schedule
2010 > Loyola University Chicago
Enrolled
Days & Times
Room
Class Dates
Interm Topics Catholic Studies (Lecture)
TuTh 10:00AM - 11:15AM
Dumbach Hall - Room 117
Jan 19, 2010- May 11, 2010
World of Late Antiquity (Lecture)
41
TuTh 10:00AM - 11:15AM
Dumbach Hall - Room 117
Jan 19, 2010- May 11, 2010
LATN 284-001 (9233)
The Age of Augustus (Lecture)
7
TuTh 1:00PM - 2:15PM
Information Commons - Room 111
Jan 19, 2010- May 11, 2010
LATN 303-001 (4176)
Latin Composition (Lecture)
1
TBA
Jan 19, 2010- May 11, 2010
LATN 345-001 (9234)
Horace (Lecture)
3
Information Commons - Room 111
Jan 19, 2010- May 11, 2010
You can view your current class enrollment numbers.
My Exam Schedule > Spring 2010 > Loyola Univ
You have no final exams scheduled at this time.
Go to top
Trusted sites
100%



Proprietary and Confidential



Note: Save frequently, especially if you have a class in which many students are enrolled or if you pause to perform another task.

7.) When you are finished entering early alert grades, click "Save".

Remember, you only need to enter the following Early Alert Grades:

C-
D
D+
F
NR (enter NR for students who have never attended the class section you are instructing.)

Grades of "W" or "WF" are for administrative withdrawal and will automatically populate for students who have withdrawn from a class section.